

# EXHIBIT 5

7/1/92 - 6/30/93 F493

Year ending June 30, 1993

Personnel			\$ Program		\$ Line Item	
NSF	ASF	GF	ASF	GF	ASF	GF
(02-08-00) Family Court						
3.0	62.0	229.0			1,733.2	8,390.2
					13.0	20.4
					127.3	461.7
					58.8	97.5
					42.3	
3.0	62.0	229.0			1,974.6	8,969.8
TOTAL -- Family Court						
3.0	62.0	229.0			1,974.6	8,969.8
3.0	62.0	229.0			1,974.6	8,969.8
TOTAL -- Internal Program Unit						
(02-13-00) Justices of the Peace Courts						
		210.0				6,776.1
						92.3
						452.4
						67.9
						213.4
						12.5
						153.5
		210.0				7,768.1
TOTAL -- Justices of the Peace Courts						
		196.0				7,282.2
		14.0				485.9
		210.0				7,768.1
TOTAL -- Internal Program Units						
(02-17-00) Administrative Office of the Courts - Court Services						
2.0		32.0				1,425.6
						26.9
						2,642.5
						1.5
						263.2
						15.9
						6.0
						289.0
						15.7
2.0		32.0				4,686.3
TOTAL -- Administrative Office of the Courts - Court Services						
		16.0				3,496.2
2.0		11.5				37.3
		4.5				755.6
2.0		32.0				397.2
TOTAL -- Internal Program Units						4,686.3

7/1/93-6/30/94  
 1994

Year ending June 30, 1994

Personnel		
NSF	ASF	GF
2.0	62.0	233.0
2.0	62.0	233.0

(02-08-00) Family Court  
 Personnel Costs  
 Travel  
 Contractual Services  
 Supplies and Materials  
 Capital/Equipment  
**TOTAL -- Family Court**

2.0	62.0	233.0
2.0	62.0	233.0

(-10) Court Activities  
**TOTAL -- Internal Program Unit**

\$ Program		\$ Line Item	
ASF	GF	ASF	GF
		1,765.8	8,839.9
		13.0	20.4
		129.9	461.7
		58.8	99.0
		42.3	
2,009.8	9,421.0		

2,009.8	9,421.0
2,009.8	9,421.0

		214.0
		214.0

(02-13-00) Justices of the Peace Courts  
 Personnel Costs  
 Travel  
 Contractual Services  
 Energy  
 Supplies and Materials  
 Victims' Notification  
 Capital/Equipment  
 Debt Service  
**TOTAL -- Justices of the Peace Courts**

		200.0
		14.0
		214.0

(-10) Case Processing  
 (-20) Support Service Unit  
**TOTAL -- Internal Program Units**

	7,162.5
	92.3
	542.4
	71.1
	93.4
	120.0
	12.5
	157.9
	8,252.1

	7,755.8
	496.3
	8,252.1

2.0		33.0
2.0		33.0

(02-17-00) Administrative Office of the  
 Courts - Court Services  
 Personnel Costs  
 Travel  
 Contractual Services  
 Energy  
 Supplies and Materials  
 Capital/Equipment  
 Retired Judges  
 Continuing Judicial Education  
 Debt Service  
**TOTAL -- Administrative Office of the  
 Courts - Court Services**

2.0		17.0
2.0		11.5
2.0		4.5
2.0		33.0

(-01) Office of the Director  
 (-04) Judicial Information Center  
 (-05) Law Libraries  
**TOTAL -- Internal Program Units**

	1,494.9
	7.8
	2,973.8
	1.5
	262.7
	15.9
	6.0
	37.3
	15.1
	4,815.0

	3,260.8
	1,153.5
	400.7
	4,815.0

001272

7/1/94 - 6/30/95

FY 95

Year ending June 30, 1995

Personnel		
NSF	ASF	GF

4.6	64.0	233.0
4.6	64.0	233.0

**(02-08-00) Family Court**

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital/Equipment

**TOTAL -- Family Court**

4.6	64.0	233.0
4.6	64.0	233.0

(-10) Court Activities

**TOTAL -- Internal Program Unit**

\$ Program		\$ Line Item	
ASF	GF	ASF	GF

1,930.4	9,348.3
13.0	20.4
135.9	461.7
61.1	99.0
46.3	
2,186.7	9,929.4

2,186.7	9,929.4
2,186.7	9,929.4

		217.0
		217.0

**(02-13-00) Justices of the Peace Courts**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital/Equipment  
Debt Service

**TOTAL -- Justices of the Peace Courts**

		203.0
		14.0
		217.0

(-10) Case Processing

(-20) Support Service Unit

**TOTAL -- Internal Program Units**

	7,814.4
	92.3
	593.2
	85.7
	93.4
	12.5
	164.6
	8,856.1

	8,222.3
	633.8
	8,856.1

		43.0
		43.0

**(02-17-00) Administrative Office of the Courts - Court Services**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital/Equipment  
Retired Judges  
Continuing Judicial Education  
Debt Service

**TOTAL -- Administrative Office of the Courts - Court Services**

		16.0
		6.0
		16.5
		4.5
		43.0

(-01) Office of the Director

(-03) Central Collections

(-04) Judicial Information Center

(-05) Law Libraries

**TOTAL -- Internal Program Units**

	2,002.3
	17.3
	2,994.0
	1.6
	269.7
	20.9
	6.0
	37.3
	14.6
	5,363.7

	3,397.6
	253.2
	1,306.1
	406.8
	5,363.7

001273

Year ending June 30, 1996

1996

Item	Personnel				\$ Program		\$ Line Item	
	NSF	ASF	GF		ASF	GF	ASF	GF
1				(02-08-00) Family Court				
2				Personnel Costs			2,000.9	9,631.0
3				Travel			12.2	13.6
4	5.8	64.0	233.0	Contractual Services			141.4	531.9
5				Supplies and Materials			60.1	97.2
6				Capital/Equipment			46.3	
7				Domestic Violence Coord. Council				55.5
8				TOTAL -- Family Court			2,260.9	10,329.2
9	5.8	64.0	233.0					
10				(-10) Family Court	2,260.9	10,329.2		
11	5.8	64.0	233.0	TOTAL -- Internal Program Unit	2,260.9	10,329.2		
12	5.8	64.0	233.0					
13				(02-13-00) Justices of the Peace Courts				
14				Personnel Costs				8,425.8
15			232.0	Travel				7.1
16				Contractual Services				798.8
17				Energy				87.2
18				Supplies and Materials				101.0
19				Capital/Equipment				12.5
20				Debt Service				151.6
21				TOTAL -- Justices of the Peace Courts				9,584.0
22			232.0					
23				(-10) Justices of the Peace Courts		9,584.0		
24			232.0	TOTAL -- Internal Program Units		9,584.0		
25								
26				(02-17-00) Administrative Office of the				
27				Courts - Court Services				
28				Personnel Costs				2,149.3
29			45.0	Travel				13.6
30				Contractual Services				2,208.0
31				Energy				12.7
32				Supplies and Materials				279.1
33				Capital/Equipment				20.9
34				Retired Judges				6.0
35				Continuing Judicial Education				37.3
36				Debt Service				14.0
37				TOTAL -- Administrative Office of the				4,740.9
38			45.0	Courts - Court Services				
39								
40				(-01) Office of the Director		2,570.9		
41			16.0	(-03) Central Collections Office		290.7		
42			6.0	(-04) Judicial Information Center		1,449.2		
43			18.5	(-05) Law Libraries		430.1		
44			4.5	TOTAL -- Internal Program Units		4,740.9		
45			45.0					

001274

2  
4  
1  
3  
0 10.6

1997

Year ending June 30, 1997

em  
F

1,859.7  
12.5  
101.1  
42.2

1.0  
2,016.5

1,643.2  
9.8  
63.3  
26.0  
2.5  
1,744.8

1,108.8  
21.3  
1,329.2  
227.3  
37.0  
2,723.6

3,466.5  
8.0  
124.8  
63.1  
15.5  
3,677.9

## 1 Personnel

2 NSF ASF GF

3			
4	2.8	64.0	235.0
5			
6			
7			
8			
9	2.8	64.0	235.0

10

11 2.8 64.0 235.0

12 2.8 64.0 235.0

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## (02-08-00) Family Court

Personnel Costs

Travel

Contractual Services

Supplies and Materials

Capital/Equipment

## TOTAL -- Family Court

(-10) Family Court

## TOTAL -- Internal Program Unit

## \$ Program

ASF GF

2,300.0 10,679.2

2,300.0 10,679.2

## \$ Line Item

ASF GF

2,040.0 10,025.3

12.2 13.6

141.4 536.2

60.1 104.1

46.3

2,300.0 10,679.2

## (02-13-00) Justices of the Peace Courts

Personnel Costs

Travel

Contractual Services

Energy

Supplies and Materials

Capital/Equipment

Debt Service

## TOTAL -- Justices of the Peace Courts

(-10) Justices of the Peace Courts

## TOTAL -- Internal Program Unit

9,430.3

9,430.3

8,392.8

7.1

802.7

92.6

100.1

12.5

22.5

9,430.3

## (02-17-00) Administrative Office of the Courts - Court Services

Personnel Costs

Travel

Contractual Services

Energy

Supplies and Materials

Capital/Equipment

Retired Judges

Continuing Judicial Education

Debt Service

## TOTAL -- Administrative Office of the Courts - Court Services

(-01) Office of the Director

(-03) Office of State Court

Collections Enforcement

(-04) Judicial Information Center

(-05) Law Libraries

## TOTAL -- Internal Program Units

2,736.4

300.4

1,644.2

453.0

5,134.0

2,354.8

18.5

2,340.6

18.9

300.6

20.9

15.0

51.3

13.4

5,134.0

30, 1998

Year ending June 30, 1998

Line Item	GF
5	1,927.2
8	12.5
10	101.1
11	42.2
12	5.0
13	2,088.0

1,757.9
12.5
65.9
26.5
2.5
1,865.3

1,775.0
42.3
1,313.2
229.3
37.0
1,396.8

892.0
8.1
133.7
67.0
15.5
116.3

Personnel		
NSF	ASF	GF
2.8	62.0	239.0
2.8	62.0	239.0

2.8	62.0	239.0
2.8	62.0	239.0

		218.0
		218.0

		218.0
		218.0

		51.0
		51.0

		17.0
		6.0
		23.5
		4.5
		51.0

**(02-08-00) Family Court**

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay

**TOTAL -- Family Court**

(-10) Family Court  
TOTAL -- Internal Program Unit

S Program		S Line Item	
ASF	GF	ASF	GF
		2,091.4	10,477.6
		12.2	18.6
		141.4	511.2
		60.1	129.1
		46.3	
2,351.4	11,136.5		

2,351.4	11,136.5
2,351.4	11,136.5

**(02-13-00) Justices of the Peace Courts**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Debt Service

**TOTAL -- Justices of the Peace Courts**

(-10) Justices of the Peace Courts  
TOTAL -- Internal Program Unit

	8,833.3
	7.1
	852.7
	118.9
	100.3
	12.5
	57.6
	9,982.4

	9,982.4
	9,982.4

**(02-17-00) Administrative Office of the Courts - Court Services**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Other Items:  
Retired Judges  
Continuing Judicial Education  
Debt Service  
**TOTAL -- Administrative Office of the Courts - Court Services**

(-01) Office of the Director  
(-03) Office of State Court Collections Enforcement  
(-04) Judicial Information Center  
(-05) Law Libraries  
TOTAL -- Internal Program Units

	2,567.5
	24.9
	2,965.2
	17.8
	328.1
	20.9
	30.0
	51.3
	12.9
	6,018.6

	3,357.9
	363.8
	1,844.9
	452.0
	6,018.6

Year ending June 30, 1999

**Personnel**

NSF	ASF	GF
-----	-----	----

2.8	63.0	241.0
2.8	63.0	241.0

2.8	63.0	241.0
2.8	63.0	241.0

		235.0
		235.0

		235.0
		235.0

		54.0
		54.0

		18.0
		7.0
		24.5
		4.5
		54.0

**(02-08-00) Family Court**

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay

**TOTAL -- Family Court**

(-10) Family Court

**TOTAL -- Internal Program Unit****\$ Program**

ASF	GF
-----	----

2,595.3	11,391.9
2,595.3	11,391.9

**\$ Line Item**

ASF	GF
-----	----

2,239.4	10,727.2
12.2	24.4
235.2	511.2
60.5	129.1
48.0	
2,595.3	11,391.9

**(02-13-00) Justices of the Peace Courts**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Debt Service

**TOTAL -- Justices of the Peace Courts**

(-10) Justices of the Peace Courts

**TOTAL -- Internal Program Unit**

	9,711.5
	8.4
	1,133.4
	122.3
	107.9
	12.5
	448.1
	11,544.1

	11,544.1
	11,544.1

**(02-17-00) Administrative Office of the Courts - Court Services**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Other Items:  
Retired Judges  
Continuing Judicial Education  
Debt Service

**TOTAL -- Administrative Office of the Courts - Court Services**

	2,810.1
	31.3
	2,686.2
	14.8
	334.1
	20.9
	30.0
	53.3
	12.3
	5,993.0

	3,191.9
	398.0
	1,947.1
	456.0
	5,993.0

(-01) Office of the Director

(-03) Office of State Court

Collections Enforcement

(-04) Judicial Information Center

(-05) Law Libraries

**TOTAL -- Internal Program Units**

001277



30, 2000

Year ending June 30, 2000

## (02-00-00) JUDICIAL

Line Item	Personnel				\$ Program		\$ Line Item	
	NSF	ASF	GF		ASF	GF	ASF	GF
1				(02-08-00) Family Court				
2				Personnel Costs			2,334.8	11,708.4
3				Travel			12.2	24.4
4				Contractual Services			268.2	537.3
5				Supplies and Materials			60.5	129.1
6	4.6	63.0	258.0	Capital Outlay			48.0	
7				TOTAL -- Family Court			2,723.7	12,399.2
8								
9								
10								
11	4.6	63.0	258.0					
12				(-10) Family Court	2,723.7	12,399.2		
13	4.6	63.0	258.0	TOTAL -- Internal Program Unit	2,723.7	12,399.2		
14	4.6	63.0	258.0					
15								
16								
17				(02-13-00) Justices of the Peace Courts				
18			241.0	Personnel Costs				10,250.2
19				Travel				8.4
20				Contractual Services				1,150.7
21				Energy				125.4
22				Supplies and Materials				130.0
23				Capital Outlay				12.5
24				Debt Service				431.7
25			241.0	TOTAL -- Justices of the Peace Courts				12,108.9
26								
27			241.0	(-10) Justices of the Peace Courts		12,108.9		
28			241.0	TOTAL -- Internal Program Unit		12,108.9		
29								
30								
31				(02-17-00) Administrative Office of the				
32				Courts - Court Services				
33			54.5	Personnel Costs			2,943.7	
34				Travel			31.3	
35				Contractual Services			1,512.6	
36				Energy			17.8	
37				Supplies and Materials			334.1	
38				Capital Outlay			20.9	
39				Other Items:				
40				Retired Judges			30.0	
41				Victim-Offender Mediation Programs			344.8	
42				Continuing Judicial Education			73.3	
43				Conflict Attorneys			932.8	
44				CASA Attorneys			140.0	
45				Debt Service			11.8	
46				TOTAL -- Administrative Office of the				6,393.1
47			54.5	Courts - Court Services				
48								
49			17.0	(-01) Office of the Director		3,402.9		
50			7.0	(-03) Office of State Court		419.6		
51				Collections Enforcement				
52			26.0	(-04) Judicial Information Center		2,109.5		
53			4.5	(-05) Law Libraries		461.1		
54			54.5	TOTAL -- Internal Program Units		6,393.1		

001278

Year ending June 30, 2001

**(02-00-00) JUDICIAL****Personnel**

NSF	ASF	GF
9.9	63.0	259.0
9.9	63.0	259.0

**(02-08-00) Family Court**

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay  
NCC Admin. Office Space

**TOTAL -- Family Court**

9.9	63.0	259.0
9.9	63.0	259.0

**(-10) Family Court****TOTAL -- Internal Program Unit****S Program**

ASF	GF
-----	----

**S Line Item**

ASF	GF
-----	----

2,480.5	12,591.7
12.8	30.0
209.0	568.5
64.0	129.6
90.2	
	112.6
2,856.5	13,432.4

2,856.5	13,432.4
2,856.5	13,432.4

**(02-13-00) Justices of the Peace Courts**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Debt Service

**TOTAL -- Justices of the Peace Courts**

		245.0
		245.0

	10,869.5
	9.4
	1,158.4
	95.0
	131.2
	12.5
	419.0
	12,695.0

		245.0
		245.0

**(-10) Justices of the Peace Courts****TOTAL -- Internal Program Unit**

	12,695.0
	12,695.0

**(02-17-00) Administrative Office of the Courts - Court Services**

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Other Items:  
Retired Judges  
Continuing Judicial Education  
Victim Offender Mediation Program  
Conflict Attorneys  
CASA Attorneys  
Elder Law Program  
Family Court Civil Attorney  
Debt Service

**TOTAL -- Administrative Office of the Courts - Court Services**

		57.5
		57.5

	3,189.6
	33.3
	1,448.0
	17.3
	352.1
	220.9
	30.0
	73.3
	424.8
	987.8
	140.0
	50.0
	96.5
	11.3
	7,074.9

		17.0
		7.0
		29.0
		4.5
		57.5

**(-01) Office of the State**

Court Administrator

**(-03) Office of State Court**

Collections Enforcement

**(-04) Judicial Information Center****(-05) Law Libraries****TOTAL -- Internal Program Units**

	3,652.6
	431.8
	2,506.7
	483.8
	7,074.9

001279

30, 2002

Year ending June 30, 2002

## (02-00-00) JUDICIAL

Line Item

Line Item	GF	Personnel		
		NSF	ASF	GF
5	2,138.3			
8	18.4	3.0	63.0	268.0
4	91.1			
0	38.1			
7				
	1.0			
	2,286.9	3.0	63.0	268.0

## (02-08-00) Family Court

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay  
NCC Admin Office Space

## TOTAL -- Family Court

3.0	63.0	268.0
3.0	63.0	268.0

(-10) Family Court

## TOTAL -- Internal Program Unit

\$ Program		\$ Line Item	
ASF	GF	ASF	GF
		2,610.3	12,943.9
		12.8	30.0
		196.1	533.5
		60.7	129.6
		48.0	118.0
		2,927.9	13,755.0

2,927.9	13,755.0
2,927.9	13,755.0

## (02-13-00) Justices of the Peace Courts

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Debt Service

## TOTAL -- Justices of the Peace Courts

		245.0
		245.0

		245.0
		245.0

(-10) Justices of the Peace Courts

## TOTAL -- Internal Program Unit

	11,010.1
	9.4
	1,206.4
	94.5
	131.2
	12.5
	404.2
	12,868.3

	12,868.3
	12,868.3

1,937.4  
15.0  
71.3  
31.0  
7.5  
2,062.2

14,447.6  
67.4  
1,217.1  
257.7  
56.0  
16,045.8

5,960.9  
16.0  
219.6  
94.2  
15.5  
6,306.2

001780

Year ending June 30, 2003

## (02-00-00) JUDICIAL

Item  
GF2,234.7  
18.4  
91.1  
38.11.0  
2,383.32,027.5  
15.6  
58.3  
31.6  
7.1  
2,139.114,922.2  
67.1  
1,075.1  
257.1  
56.1  
16,378.6

## Personnel

NSF	ASF	GF
-----	-----	----

1.0	3.0	125.0
1.0	3.0	125.0

1.0	3.0	125.0
1.0	3.0	125.0

4.0	63.0	268.0
4.0	63.0	268.0

4.0	63.0	268.0
4.0	63.0	268.0

		245.0
		245.0

		245.0
		245.0

## (02-06-00) Court of Common Pleas

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay

## TOTAL - Court of Common Pleas

## (-10) Court of Common Pleas

## TOTAL -- Internal Program Unit

## (02-08-00) Family Court

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay  
NCC Admin Office Space

## TOTAL - Family Court

## (-10) Family Court

## TOTAL -- Internal Program Unit

## (02-13-00) Justices of the Peace Courts

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Debt Service

## TOTAL - Justices of the Peace Courts

## (-10) Justices of the Peace Courts

## TOTAL -- Internal Program Unit

## \$ Program

ASF	GF
-----	----

126.0	6,594.6
126.0	6,594.6

3,016.8	14,319.8
3,016.8	14,319.8

	13,328.6
	13,328.6

## \$ Line Item

ASF	GF
-----	----

122.0	6,268.0
	16.0
	200.9
	94.2
4.0	15.5
126.0	6,594.6

2,675.4	13,653.4
12.8	30.0
217.9	487.0
62.7	129.6
48.0	
	19.8
3,016.8	14,319.8

	11,457.7
	9.4
	1,240.3
	93.2
	131.2
	12.5
	384.3
	13,328.6

Year ending June 30, 2004

## (02-00-00) JUDICIAL

	Personnel				\$ Program		\$ Line Item	
	NSF	ASF	GF		ASF	GF	ASF	GF
3								
4								
5				(02-08-00) Family Court				
6	3.0	64.0	259.0	Personnel Costs			2,923.8	13,624.9
7				Travel			12.3	30.0
8				Contractual Services			217.5	440.1
9				Supplies and Materials			62.2	126.3
10				Capital Outlay			48.0	
11	3.0	64.0	259.0	TOTAL -- Family Court			3,263.8	14,221.3
12								
13	3.0	64.0	259.0	(-10) Family Court	3,263.8	14,221.3		
14	3.0	64.0	259.0	TOTAL -- Internal Program Unit	3,263.8	14,221.3		
15								
16								
17				(02-13-00) Justices of the Peace Courts				
18			242.5	Personnel Costs				11,614.8
19				Travel				9.4
20				Contractual Services				1,240.3
21				Energy				93.2
22				Supplies and Materials				131.2
23				Capital Outlay				12.5
24				Debt Service				362.5
25			242.5	TOTAL -- Justices of the Peace Courts				13,463.9
26								
27			242.5	(-10) Justices of the Peace Courts		13,463.9		
28			242.5	TOTAL -- Internal Program Unit		13,463.9		

Year ending June 30, 2005

## (02-00-00) JUDICIAL

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## Personnel

NSF	ASF	GF
1.0	64.0	261.0
1.0	64.0	261.0

## (02-08-00) Family Court

Personnel Costs  
Travel  
Contractual Services  
Supplies and Materials  
Capital Outlay  
Child Protection Registry Appeals

## TOTAL -- Family Court

1.0	64.0	261.0
1.0	64.0	261.0

## (-10) Family Court

## TOTAL -- Internal Program Unit

## \$ Program

ASF	GF	ASF	GF
		2,984.1	13,964.0
		12.3	30.0
		217.5	440.1
		62.2	126.3
		48.0	
		108.4	
		3,432.5	14,560.4

3,432.5	14,560.4
3,432.5	14,560.4

## (02-13-00) Justices of the Peace Courts

Personnel Costs  
Travel  
Contractual Services  
Energy  
Supplies and Materials  
Capital Outlay  
Debt Service

## TOTAL -- Justices of the Peace Courts

		246.5
		246.5

	12,008.8
	9.4
	1,250.7
	93.2
	131.2
	12.5
	341.0
	13,846.8

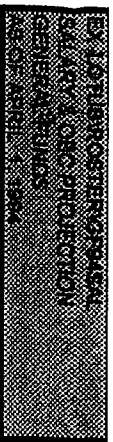
		246.5
		246.5

## (-10) Justices of the Peace Courts

## TOTAL -- Internal Program Unit

	13,846.8
	13,846.8

# EXHIBIT 6



STATE POS#	POSITION TITLE	FLSA STAT	PG	9/1/83 INCUMBENT	CURRENT WAG	BASE RATE	PROJ COSTS THRU 6/30/84	FICA @6.2%	O.E.C. @13.69/35.70	HEALTH INSURANCE	TOTAL PERS.COSTS	NOTES
599	CLERK OF COURT I	CV	10	DOW, GERRI	\$26,336.08	\$1,097.42	\$6,564.52	\$408.24	\$697.47	\$1,399.62	\$9,289.85	
600	CLERK OF COURT II	CV	11	KIRSCH, CHARLOTTE	\$30,066.00	\$1,252.75	\$7,516.50	\$466.02	\$1,024.50	\$1,399.62	\$10,406.64	
601	SR. SECRETARY	CV	07	MACKLIN, KELLY	\$20,604.00	\$868.50	\$5,151.00	\$319.36	\$702.08	\$1,399.62	\$7,572.06	
602	TYPIST	CV	05	GRICE, DAWN	\$14,568.96	\$608.28	\$3,649.74	\$226.28	\$497.46	\$574.38	\$4,947.86	
60258	SR. SECRETARY	CV	07	WIGGINS, MAXINE	\$21,556.92	\$889.83	\$5,398.98	\$334.74	\$735.88	\$861.06	\$7,165.56	
60259	JUDICIAL ASSIST. I	CV	08	SMITH, CATHERINE	\$21,144.96	\$881.04	\$5,286.24	\$327.75	\$720.51	\$861.06	\$7,165.56	
60260	LAW CLERK	NCV	11E	PROYECT, DANA	\$27,379.92	\$1,140.83	\$6,844.98	\$424.39	\$932.97	\$574.38	\$8,776.72	
603	RECEPTIONIST	CV	04	EWING, PATRICIA	\$15,533.04	\$647.21	\$3,883.26	\$240.76	\$529.29	\$861.06	\$5,514.37	
604	DATA ENTRY CLERK	CV	06	BARTON, MICHELLE	\$16,577.04	\$690.71	\$4,144.26	\$256.94	\$564.86	\$574.38	\$5,540.45	
605	TYPIST	CV	05	ROGERS, GAIL	\$21,822.00	\$909.25	\$5,455.50	\$338.24	\$743.58	\$0.00	\$6,537.33	
607	SR. SECRETARY	CV	07	ZOOK, CONNIE	\$20,722.08	\$863.42	\$5,180.52	\$321.19	\$706.10	\$1,399.62	\$7,607.44	
608	COURT CLERK	CV	07	WEST, BONNIE	\$18,861.04	\$786.71	\$4,720.26	\$292.66	\$643.37	\$1,399.62	\$7,055.91	
60978	TYPIST	CV	05	FULLER, MARCIA	\$14,568.96	\$608.29	\$3,649.74	\$226.28	\$497.46	\$574.38	\$4,947.86	
611	SECRETARY	CV	05	KOEHLER, LORETTA	\$14,568.96	\$608.29	\$3,649.74	\$226.28	\$497.46	\$574.38	\$4,947.86	
612	SECRETARY	CV	06	SYLVESTER, LORI	\$16,606.00	\$775.25	\$4,651.50	\$288.39	\$634.00	\$0.00	\$5,573.89	
613	ACCOUNT TECH.	CV	06	CARTER, KELLY	\$16,578.00	\$690.75	\$4,144.50	\$256.96	\$564.80	\$1,399.62	\$6,365.97	
61366	LAW CLERK	NCV	11E	SUTHERLAND, MARY	\$27,379.92	\$1,140.83	\$6,844.98	\$424.39	\$932.97	\$574.38	\$8,776.72	
614	MED/ARB. OFFICER	NCV	11	JONES, LINDA	\$26,724.96	\$1,113.54	\$6,681.24	\$414.24	\$910.65	\$861.06	\$8,362.81	
616	MED/ARB. OFFICER	NCV	11	JOSEPH, ROBIN	\$25,108.08	\$1,046.17	\$6,277.02	\$389.18	\$855.56	\$861.06	\$8,362.81	
620	CHILD SUPPT. OFF.	CV	10	STEEL, MONA	\$21,185.04	\$1,132.71	\$6,796.26	\$421.37	\$926.33	\$0.00	\$8,143.96	
621	JUDICIAL ASSIST. I	CV	08	WHALEY, JAMES	\$21,924.96	\$913.54	\$5,481.24	\$339.84	\$873.24	\$1,399.62	\$8,076.82	
62189	SOC.SERV.SPEC. III	CV	10	RODAN, DIANE	\$21,543.12	\$897.63	\$5,385.78	\$333.92	\$747.09	\$0.00	\$6,568.17	
62191	DATA ENTRY	CV	06	POWELL, MARGARET	\$16,577.04	\$690.71	\$4,144.26	\$256.94	\$564.86	\$861.06	\$5,827.13	
622	JUDICIAL ASSIST.	CV	08	LEWIS, KEN	\$22,597.92	\$941.58	\$5,649.48	\$350.27	\$770.02	\$1,399.62	\$6,169.39	
623	JUDICIAL ASSIST. II	CV	09	LANKFORD, DON	\$23,010.96	\$958.79	\$5,752.74	\$356.67	\$784.10	\$1,399.62	\$6,293.13	
625	P/C SR.PROG.COORD.	NCV	15	QUILLEN, RAY	\$37,447.92	\$1,560.33	\$9,361.98	\$580.44	\$1,276.04	\$1,399.62	\$12,618.08	
626	JUDICIAL SECRETARY	CV	10E	PATTERSON, TAMMY	\$30,983.12	\$1,291.38	\$7,748.28	\$490.99	\$1,056.09	\$0.00	\$9,284.76	
627	JUDICIAL SECRETARY	CV	08E	CHASNOV, RUTH	\$30,068.88	\$1,252.87	\$7,517.22	\$466.07	\$846.03	\$861.06	\$6,540.71	
62752	DATA ENTRY TECH.	CV	06	PONDER, LAWERN	\$18,959.04	\$789.96	\$4,739.76	\$283.87	\$688.24	\$1,399.62	\$7,127.31	
62754	COURT CLERKS	CV	06	WILSON, DONNA	\$20,197.92	\$841.58	\$5,049.48	\$313.07	\$745.36	\$574.38	\$7,127.31	
628	CHIEF JUDGE	NCV	06	DOUGHERTY, CHRIS	\$21,874.08	\$911.42	\$5,466.52	\$339.05	\$745.36	\$861.06	\$7,127.31	
629	ASSOCIATE JUDGE	NCV	30E	POPPIT, VINCENT	\$102,499.92	\$4,270.83	\$25,684.98	\$1,598.75	\$9,148.12	\$861.06	\$37,222.91	
631	DEP DIR KENT & SUSSEX	NCV	30E	MILLMAN, KENNETH	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
63342	DATA ENTRY	CV	06	DRAPER, LINDA	\$40,800.00	\$1,700.00	\$10,200.00	\$632.40	\$1,390.26	\$861.06	\$13,083.72	FLD 2/1
63361	VOLUNTEER SERV COOD	NCV	11	TESTERMAN, BARBAR	\$16,577.04	\$690.71	\$4,144.26	\$256.94	\$564.86	\$0.00	\$4,966.07	
233				CRAFT, JOAN	\$24,804.96	\$1,033.54	\$6,201.24	\$394.48	\$845.23	\$1,399.62	\$8,830.57	
	TOTAL NEED				\$6,652,164.08	\$276,340.17	\$1,649,945.19	\$102,197.62	\$294,965.35	\$195,087.26	\$2,242,195.42	
	TOTAL AVAILABLE					\$2,176,759.00						

OVERTIME	\$13,006.26
CASUAL/SEASONAL	\$9,518.41
PROJECTED NEED	\$2,242,195.42
6/84 HEALTH INS @3.05%	\$2,189.46
TOTAL NEED	\$2,266,899.55
PROJECTED 6/30/84 BALANCE	(\$80,130.55)

001266





STATE	POSITION TITLE	FLSA STAT	PG	INCUMBENT	CURRENT WAG	BASE RATE	PROJ COSTS THRU 6/30/84	FICA @6.2%	O.E.C. @13.6335/70	HEALTH INSURANCE	TOTAL PERS.COSTS	NOTES
63053	CASA COORD	NCV	13	LEVERAGE-WILLIS, JA	\$26,254.08	\$1,083.82	\$6,563.52	\$406.94	\$894.61	\$574.38	\$8,439.45	
66231	COMMISSIONER	NCV	EX	COOPER, ELLEN	\$52,347.12	\$2,181.13	\$13,086.78	\$811.38	\$1,783.73	\$574.38	\$16,256.27	
66232	COMMISSIONER	NCV	EX	MC GIFFIN, JAMES	\$52,347.12	\$2,181.13	\$13,086.78	\$811.38	\$1,783.73	\$466.54	\$16,148.43	FILL 4/1
66313	SOC. SERV. SPEC. III	CV	10	COLLINS, LAURA	\$24,629.04	\$1,026.21	\$8,157.26	\$381.75	\$839.23	\$861.06	\$8,239.30	FILL 2/25
66114	CHILD SUPPT. UNIT SUPER.	NCV	15	BALLATO, CARL	\$30,980.96	\$1,291.29	\$7,747.74	\$480.36	\$1,056.02	\$1,399.62	\$10,683.74	
380	ADMIN. SECRTY.	CV	08	PETERS, LYNN	\$21,450.96	\$893.79	\$5,362.74	\$332.49	\$730.94	\$1,399.62	\$7,825.79	
391	ADMIN. ASSIST. II	CV	09	BOSCO, LINDA	\$27,405.12	\$1,141.88	\$6,851.28	\$424.78	\$933.83	\$1,399.62	\$9,609.51	
392	ADMIN. SECRTY.	CV	08	BERRY, PATRICIA	\$21,727.92	\$905.33	\$5,431.98	\$336.78	\$740.38	\$861.06	\$7,370.20	
394	SR. SECRETARY	CV	07	WIGGINS, MAUREEN	\$16,345.92	\$681.08	\$2,724.32	\$168.91	\$371.32	\$0.00	\$3,264.55	FILL 5/1
398	SR. SECRETARY	CV	07	DAVIS, BERNADETTE	\$21,986.96	\$915.29	\$5,491.74	\$340.49	\$748.52	\$861.06	\$7,441.81	
402	ACCOUNTANT I	CV	07	CUMMINGS, SHERRO	\$18,882.96	\$786.79	\$4,720.74	\$292.89	\$843.44	\$861.06	\$6,517.92	
403	ACCOUNT TECH.	CV	06	SHIRK, DEBRA	\$15,277.92	\$636.58	\$3,819.48	\$236.81	\$520.60	\$861.06	\$5,437.94	
404	FISCAL ADMIN. OFF.	NCV	15	WILLIAMS, MARY	\$39,320.40	\$1,638.35	\$9,830.10	\$808.47	\$1,339.84	\$1,399.62	\$13,179.03	
406	ACCOUNT TECH.	CV	08	ZASTKO, BEVERLY	\$15,277.92	\$636.58	\$3,819.48	\$236.81	\$520.60	\$861.06	\$5,437.94	
407	ACCOUNTANT I	CV	07	HUDSON, WILLIAM	\$16,356.16	\$681.59	\$4,089.54	\$253.55	\$557.40	\$0.00	\$4,900.50	
409	MAN. ANALYST III	NCV	13	COOK, DAVID	\$25,333.44	\$1,055.56	\$6,333.36	\$392.67	\$863.24	\$1,739.70	\$9,328.97	FILL 3/1
410	SR. APPL. SYS. SPEC	NCV	16	AIKEN, CAROL	\$34,878.96	\$1,453.29	\$8,719.74	\$540.62	\$1,188.50	\$1,399.62	\$11,848.48	
413	PERSONNEL OFFIC. II	NCV	10	SULLIVAN, OLIVE	\$25,320.00	\$1,055.00	\$6,330.00	\$392.46	\$862.78	\$574.38	\$8,159.62	
414	MED. ARB. OFFICER	NCV	11	MORRIS-JENKINS, AD	\$25,143.12	\$1,047.63	\$6,265.78	\$389.72	\$856.75	\$1,784.22	\$9,316.47	
416	SR. ACCOUNTANT	NCV	11	MORRIS-JENKINS, AD	\$23,139.12	\$964.13	\$5,784.78	\$358.66	\$788.47	\$590.52	\$7,522.42	
417	MASTER	NCV	13	GILLSON, SYLVIA	\$25,333.44	\$1,055.56	\$6,333.36	\$392.67	\$863.24	\$574.38	\$8,163.65	
424	CHIEF OF PERS.	NCV	18E	GRILLO, CAROLEE	\$52,345.92	\$2,181.08	\$12,282.02	\$811.36	\$1,783.69	\$0.00	\$15,881.53	
426	LAW CLERK	NCV	11E	TUSEY, SUSAN	\$27,379.92	\$1,140.83	\$6,844.98	\$424.39	\$932.97	\$574.38	\$8,776.72	
427	MASTER	NCV	18E	STEWART, PATRICIA	\$52,345.92	\$2,181.08	\$13,086.48	\$811.36	\$1,783.69	\$574.38	\$16,255.91	
428	D.V. EXECUTIVE ASSIST.	NCV	18E	FISHBANE, RAUNA	\$40,800.00	\$1,700.00	\$10,200.00	\$632.40	\$1,380.26	\$574.38	\$12,797.04	
430	ADM. SECRETARY	CV	08E	MAUSER, ALICIA	\$26,100.00	\$2,554.33	\$15,325.98	\$651.23	\$2,088.93	\$574.38	\$8,393.29	
431	CHIEF MASTER	NCV	21E	KENNEY, FREDERIC	\$52,345.92	\$2,181.08	\$13,086.48	\$811.36	\$1,783.69	\$590.52	\$16,272.05	
432	MASTER	NCV	18E	PAIKIN, SUSAN	\$27,379.92	\$1,140.83	\$6,844.98	\$424.39	\$932.97	\$0.00	\$8,202.34	
433	LAW CLERK	NCV	11E	DOYLE, KERRY	\$27,379.92	\$1,140.83	\$6,844.98	\$424.39	\$932.97	\$0.00	\$8,202.34	
434	MASTER	NCV	18E	HOFF-HERLHY, MAR	\$52,345.92	\$2,181.08	\$13,086.48	\$811.36	\$1,783.69	\$0.00	\$15,881.53	
436	DIRECTOR NCC	NCV	19E	WILLIAMS, RANDALL	\$52,051.92	\$2,168.83	\$13,012.98	\$808.80	\$1,773.67	\$1,399.62	\$16,983.07	
437	LAW CLERK	NCV	11E	WOOD, LARRY	\$27,379.92	\$1,140.83	\$6,844.98	\$424.39	\$932.97	\$574.38	\$8,776.72	
438	DEPUTY DIRECTOR	NCV	17E	DONOFRIO, KATHY	\$42,875.04	\$1,786.46	\$10,718.76	\$684.56	\$1,480.97	\$1,399.62	\$14,243.91	
439	DIR. OF AUTOMATION	NCV	18E	ALLEN, KENNETH	\$47,033.04	\$1,959.71	\$11,758.26	\$729.01	\$1,602.65	\$708.00	\$14,797.92	
443	EX ASST LEGAL SERVS	NCV	20E	HALEY, DESALES	\$40,800.00	\$1,700.00	\$10,200.00	\$632.40	\$1,380.26	\$590.52	\$12,813.18	
440	DIR. CASE PROCESSING	NCV	08	WARD, DONNA	\$45,875.04	\$1,911.46	\$11,488.76	\$711.06	\$1,563.19	\$1,399.62	\$15,142.64	
441	COURT CLERK	CV	06	MILLIGAN, TAMMY	\$15,280.80	\$636.70	\$3,820.20	\$236.85	\$520.69	\$861.06	\$5,438.81	FILL 4/1
442	DIR. TREATMENT SERV.	NCV	18E	WHYTE, DEBORAH	\$0.00	\$0.00	\$6,413.52	\$397.64	\$874.16	\$0.00	\$8,546.38	
443	COURT CLERK	CV	06	LANE, DENISE	\$18,103.92	\$754.33	\$4,525.98	\$280.61	\$916.89	\$861.06	\$6,284.54	FILL 4/1
444	SR. COURT CLERK	CV	07	COOMBS, TERESA	\$16,345.92	\$681.08	\$4,086.48	\$253.36	\$556.99	\$833.08	\$5,829.91	FILL 2/1/84
446	SR. CLERK COURT	CV	07	BURRIS, CYNTHIA	\$18,549.12	\$772.88	\$4,637.28	\$287.51	\$632.06	\$861.06	\$6,417.91	
447	COURT CLERK	CV	06	NEAL, MARY BETH	\$16,576.08	\$680.67	\$4,144.02	\$256.93	\$564.83	\$861.06	\$5,826.84	
448	F/C PROG. COORD.	NCV	13	DECASTER, MOLLY	\$32,709.12	\$1,362.88	\$8,177.28	\$508.99	\$1,114.56	\$574.38	\$10,373.21	
449	CLERK OF COURT I	CV	10	OKONOWICZ, CONNIE	\$27,924.96	\$1,163.54	\$6,981.24	\$432.84	\$951.54	\$574.38	\$8,940.00	
450	CLERK OF COURT II	CV	10	MATTHEWS, SHIRLEY	\$22,589.04	\$841.21	\$5,647.26	\$350.13	\$769.72	\$0.00	\$6,767.11	
451	CLERK OF COURT I	CV	10	IGO, DIANE	\$24,158.96	\$1,006.54	\$6,039.24	\$374.43	\$823.15	\$1,399.62	\$8,636.44	
452	MED. ARB. OFFICER	NCV	11	DIBUO, LISA	\$23,007.12	\$958.63	\$5,751.78	\$356.61	\$763.97	\$574.38	\$7,466.74	

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STATE	POSITION TITLE	FLSA STAT	9/1/93 INCUMBENT	CURRENT WAG	BASE RATE	PROJ COSTS THRU 6/30/94	FICA @6.2%	O.E.C. @13.63/35.70	HEALTH INSURANCE	TOTAL PERS.COSTS	NOTES
N 453	RECEPTIONIST	CV	04 TAUB, MARY	\$13,880.96	\$570.04	\$3,420.24	\$212.05	\$466.18	\$1,399.62	\$5,498.09	
N 455	UNIT OPER. CLERK	CV	04 REINERT, MICHELLE	\$13,880.96	\$570.04	\$3,420.24	\$212.05	\$466.18	\$574.38	\$4,672.85	
N 456	UNIT OPER. CLERK	CV	04 BROWN, WANDA	\$13,650.00	\$568.75	\$3,412.50	\$211.56	\$465.12	\$1,399.62	\$5,488.82	FLD 4/1
N 457	UNIT OPER. CLERK	CV	04 OPEN	\$13,343.04	\$555.96	\$4,447.68	\$275.76	\$506.22	\$0.00	\$5,329.65	FILL 5/1
N 458	TYPIST	CV	05 HUCKS, DONNA	\$14,588.96	\$508.29	\$3,649.74	\$226.26	\$467.42	\$1,399.62	\$5,773.10	
N 459	DATA ENTRY TECH.	CV	06 LEWIS, ERNETTE	\$18,880.08	\$786.67	\$4,720.02	\$292.64	\$643.34	\$574.38	\$6,230.36	
SO 460	RECEPTIONIST	CV	04 SMITH, APRIL	\$14,232.00	\$593.00	\$3,558.00	\$220.60	\$484.96	\$287.02	\$4,550.57	FLD 2/22
N 461	TYPIST	CV	05 SCOUT, BARBARA	\$17,573.12	\$723.88	\$4,343.28	\$269.28	\$591.98	\$1,399.62	\$6,804.17	
N 462	TYPIST	CV	05 VANDERSLICE, ROBIN	\$15,532.08	\$647.17	\$3,883.02	\$240.75	\$529.26	\$574.38	\$5,227.40	
N 463	DATA ENTRY TECH.	CV	06 CURTIS, LAVETTE	\$16,578.00	\$690.75	\$4,144.50	\$256.96	\$564.80	\$661.06	\$5,827.41	
N 464	UNIT OPER. CLERK	CV	04 NICHOLS, FAITH	\$15,532.08	\$647.17	\$3,883.02	\$240.75	\$529.26	\$661.06	\$5,514.08	
N 465	LEGAL ASSIST.	CV	09 MONTGOMERY, JOAN	\$22,549.92	\$939.58	\$5,837.48	\$349.52	\$768.39	\$574.38	\$7,329.77	
SO 466	TYPIST	CV	05 HOPPER, SANDRA	\$14,279.04	\$594.96	\$3,589.76	\$221.33	\$486.56	\$574.38	\$5,138.70	FLD 2/1
N 467	TYPIST	CV	05 ROBINETT, DEBRA	\$14,279.04	\$594.96	\$3,589.76	\$221.33	\$486.56	\$661.06	\$5,138.70	
N 468	DATA ENTRY TECH	CV	06 TILLER, TAMU	\$15,328.80	\$638.70	\$3,832.20	\$237.80	\$522.33	\$661.06	\$5,453.18	FLD 1/16
SO 469	TYPIST	CV	05 PURVIS, STARR	\$14,279.04	\$594.96	\$3,589.76	\$221.33	\$486.56	\$466.54	\$4,744.18	FLD 2/16
N 470	TYPIST	CV	05 WILSON, DEBBIE	\$18,641.04	\$776.71	\$4,680.26	\$288.94	\$635.19	\$1,399.62	\$6,984.01	
N 471	UNIT OPER. CLERK	CV	04 DEBODA, KAREN	\$13,680.96	\$570.04	\$3,420.24	\$212.05	\$466.18	\$661.06	\$4,858.53	
N 472	TYPIST	CV	05 EVANS, JOAN	\$16,278.00	\$678.25	\$3,638.28	\$252.57	\$554.67	\$861.06	\$5,737.54	
N 473	RECEPTIONIST	CV	04 WALTON, BEVERLY	\$14,553.12	\$606.38	\$3,638.28	\$225.57	\$495.90	\$574.38	\$4,934.13	
N 474	LEGAL ASSIST.	CV	09 LLOYD, CATHERINE	\$23,058.00	\$980.75	\$5,764.50	\$357.40	\$785.70	\$1,399.62	\$8,307.22	
N 476	TYPIST	CV	05 BARNES, TARA	\$15,250.08	\$635.42	\$3,812.52	\$236.38	\$519.65	\$574.38	\$5,142.92	
N 477	TYPIST	CV	05 SKINNER, KAREN	\$15,532.08	\$647.17	\$3,883.02	\$240.75	\$529.26	\$1,399.62	\$6,052.64	
N 480	JUDICIAL ASSIST.I	CV	08 OPEN	\$17,490.00	\$728.75	\$3,643.75	\$225.91	\$496.64	\$0.00	\$4,366.31	FILL 4/18
N 481	TYPIST	CV	05 ROMEO, PATRICIA	\$16,151.28	\$672.97	\$4,037.82	\$250.34	\$550.35	\$861.06	\$5,699.58	
N 482	TYPIST	CV	05 BURKS, DONNA	\$15,532.08	\$647.17	\$3,883.02	\$240.75	\$529.26	\$574.38	\$5,227.40	
N 483	TYPIST	CV	05 DENECKE, LEONORA	\$16,290.00	\$678.75	\$4,072.50	\$252.50	\$555.08	\$861.06	\$5,741.14	
N 484	DATA ENTRY SUP.	CV	07 SATTERFIELD, JANIC	\$21,432.00	\$893.00	\$5,358.00	\$332.20	\$730.30	\$574.38	\$6,994.87	
N 485	SR. SECRETARY	CV	07 TAYLOR, LYNNE	\$21,966.96	\$915.29	\$5,491.74	\$340.49	\$748.52	\$574.38	\$7,155.13	
SO 487	SR. SECRETARY	CV	07 CAPANO (TEMP)	\$16,345.92	\$681.06	\$4,086.48	\$253.38	\$595.99	\$0.00	\$4,896.83	
N 488	SECRETARY	CV	06 MARSHALL, PATRICIA	\$20,572.08	\$897.17	\$5,143.02	\$318.87	\$700.99	\$1,784.22	\$7,947.10	
N 489	SR. SECRETARY	CV	07 STRANNAHAN, CARO	\$21,986.96	\$915.29	\$5,491.74	\$340.49	\$748.52	\$861.06	\$7,441.81	
SO 490	TYPIST	CV	05 OPEN	\$14,279.04	\$594.96	\$3,674.80	\$184.44	\$405.47	\$0.00	\$3,564.70	FILL 4/11
N 491	SECRETARY	CV	06 WOODS, LATRINA	\$16,577.04	\$680.71	\$4,144.26	\$256.94	\$564.86	\$574.38	\$5,540.45	
N 492	SECRETARY	CV	06 KELLY, BEATRICE	\$18,207.12	\$758.63	\$4,551.78	\$282.21	\$620.41	\$861.06	\$6,315.46	
N 493	SECRETARY	CV	06 MUSANI, SHENAZ	\$16,578.08	\$690.67	\$4,144.02	\$256.93	\$564.83	\$1,399.62	\$6,365.40	
SO 494	SR. SECRETARY	CV	07 BROWN, DENISE	\$17,694.00	\$737.25	\$4,423.50	\$274.26	\$602.82	\$861.06	\$6,161.74	
N 495	JUDICIAL ASSIST.II	CV	09 AGNE, KEVIN	\$21,411.12	\$892.13	\$5,352.78	\$331.87	\$729.58	\$1,399.62	\$7,813.86	
SO 496	HABIL/REHABIL.SPEC.II	CV	08 TATE, EVELYN	\$23,463.12	\$977.63	\$5,865.78	\$363.68	\$789.51	\$574.38	\$7,603.34	
N 497	SOC. SERV. SPEC.III	CV	10 EDRODEAN, SHARON	\$21,541.92	\$897.58	\$5,395.48	\$333.90	\$734.04	\$574.38	\$7,027.80	
SO 498	SOC.SERV.SPEC.III	CV	10 FOX, ANDREA	\$20,027.04	\$836.58	\$5,006.76	\$310.42	\$682.42	\$574.38	\$6,573.96	FILL 4/1
SO 499	ACCOUNT TECH.	CV	06 OPEN	\$15,277.92	\$636.58	\$4,546.32	\$157.87	\$347.06	\$0.00	\$2,851.76	FILL 5/1
SO 502	TYPIST	CV	05 OPEN	\$14,279.04	\$594.96	\$3,674.80	\$147.55	\$324.37	\$0.00	\$3,564.70	FILL 5/1
N 503	JUDICIAL ASSIST.I	CV	08 BROWNE, BURNELL	\$20,986.08	\$874.42	\$5,246.52	\$325.28	\$715.10	\$574.38	\$6,861.28	
N 504	JUDICIAL ASSIST.I	CV	08 DIPINTO, MARYELLEN	\$18,898.92	\$787.08	\$4,722.46	\$282.79	\$643.67	\$574.38	\$6,233.33	
SO 505	MED/DAB. OFFICER	NCV	11 GAFFNEY, BETH	\$23,007.12	\$958.63	\$5,751.78	\$356.61	\$793.97	\$1,399.62	\$8,291.98	
N 506	OFFICE CLERK	CV	03 OPEN	\$13,000.08	\$541.67	\$2,166.68	\$134.33	\$265.32	\$0.00	\$2,596.33	FILL 5/1
N 507	APPL SUPPORT SPEC	NCV	13 RABIN, DAVID	\$28,049.04	\$1,168.71	\$7,012.26	\$434.76	\$995.77	\$574.38	\$8,977.17	
SO 508	F/C SR.PROG.COORD.	NCV	15 SHREVE, LYNN	\$34,929.12	\$1,455.38	\$8,732.28	\$541.40	\$1,180.21	\$574.38	\$11,098.27	



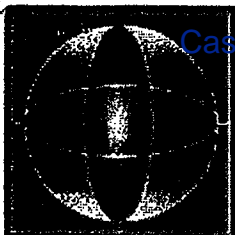
STATE POST# POSITION TITLE FLA STAT PG INCUMBENT 9/1/83 CURRENT WAG BASE RATE PROJ COSTS THU 9/30/84 FICA @6.2% O.E.C. @13.63/35.70 HEALTH INSURANCE TOTAL PERS COSTS NOTES

SO 509	MED/ARB. OFFICER	NCV	11	MOUSLEY, GERALD	\$28,608.00	\$1,192.00	\$7,152.00	\$443.42	\$974.82	\$1,399.62	\$9,969.86	
SO 510	MED/ARB. OFFICER	NCV	11	CLEMONS, MARY	\$28,662.96	\$1,194.29	\$7,165.74	\$444.28	\$976.69	\$861.06	\$9,447.77	
SO 511	INVEST. SERV. OFFCR.	NCV	11	DEVEBER, LAUREN	\$22,620.24	\$842.51	\$5,655.06	\$350.61	\$770.78	\$574.38	\$7,350.84	
SO 512	MED/ARB. OFFICER	NCV	11	MOYER, ALISON	\$22,006.08	\$829.42	\$5,576.52	\$345.74	\$760.08	\$1,399.62	\$8,081.96	
SO 513	SOC.SERV.SPEC.III	CV	10	WOMACK, VANEST	\$20,027.04	\$834.46	\$5,006.76	\$310.42	\$682.42	\$1,399.62	\$7,399.22	FLD 3/1
SO 516	PSYCHOLOGIST	NCV	16	GRANDE, JOSEPH	\$42,199.92	\$1,759.33	\$10,549.96	\$654.10	\$1,437.96	\$1,399.62	\$14,041.66	
SO 518	MEDIATION SUPER.	NCV	15	WEISS, DAVID	\$28,086.00	\$1,170.25	\$8,732.88	\$435.33	\$957.02	\$574.38	\$8,988.24	FLD 3/1
SO 520	INVEST. SERV. SUP.	NCV	15	PURZYCKI, RENEE	\$34,891.52	\$1,455.48	\$5,385.78	\$541.44	\$1,190.29	\$1,399.62	\$11,884.23	
SO 522	CHILD SUPPT. OFF. I	NCV	10	LOFTON, CARNELL	\$21,543.12	\$897.63	\$5,385.78	\$333.92	\$734.08	\$1,399.62	\$7,853.40	
SO 523	INVEST. SERV. OFFCR.	NCV	11	BROCKLEHURST, ED	\$22,726.08	\$946.92	\$5,681.52	\$352.25	\$774.39	\$1,399.62	\$8,207.79	
SO 524	MED/ARB. OFFICER	NCV	11	LIEBERMAN, BERNICE	\$32,663.04	\$1,362.21	\$6,173.26	\$356.74	\$1,114.02	\$1,399.62	\$9,119.09	
SO 526	INVEST. SERV. OFFCR.	NCV	11	GARRETT, DANA	\$25,768.08	\$1,073.67	\$6,442.02	\$399.41	\$978.05	\$574.38	\$8,718.34	
SO 528	MED/ARB. OFFICER	NCV	11	DISTEFANO, ERNEST	\$27,165.04	\$1,132.71	\$6,786.26	\$421.37	\$926.33	\$574.38	\$5,803.23	FLD 2/1
SO 528.48	SECRETARY	CV	08	COUSINEAU, JUDY	\$17,454.24	\$727.26	\$4,363.56	\$270.54	\$594.75	\$0.00	\$5,664.05	
SO 528.49	SECRETARY	CV	06	WALLER, DONNA	\$18,906.96	\$787.79	\$4,726.74	\$293.06	\$644.25	\$0.00	\$5,540.45	
SO 528.50	SECRETARY	CV	06	SWAIN, FAITH	\$16,577.04	\$690.71	\$4,144.26	\$256.94	\$564.86	\$574.38	\$5,540.45	
SO 529	STAFF ATTORNEY	NCV	15E	OPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
SO 530	CHILD SUPPT. OFF. II	NCV	11	KOLTENUK, ADRIENNA	\$22,620.24	\$942.51	\$5,655.06	\$350.61	\$770.78	\$861.06	\$7,637.52	FLD 3/16
SO 531	CHILD SUPPT. OFF. I	CV	10	JACKSON, DEANNA	\$26,778.00	\$1,115.75	\$6,694.50	\$415.06	\$912.46	\$861.06	\$8,963.08	
SO 532	JUDICIAL ASSIST. I	CV	08	REEVES, WILLIAM	\$18,889.92	\$787.08	\$4,722.48	\$292.79	\$843.67	\$861.06	\$6,520.01	
SO 533	JUDICIAL ASSIST. II	CV	09	HARKINS, DONALD	\$22,002.96	\$916.79	\$5,500.74	\$341.05	\$749.75	\$574.38	\$7,165.92	
SO 535	COURT PROCESS SVR.	CV	07	OPEN	\$16,945.92	\$681.08	\$4,086.48	\$253.36	\$556.99	\$0.00	\$6,233.89	
SO 536	JUDICIAL ASSIST. I	CV	08	OLIVER, WILLIAM	\$18,891.12	\$787.13	\$4,722.78	\$292.81	\$843.67	\$574.38	\$6,520.01	
SO 537	JUDICIAL ASSIST. I	CV	08	PANARO, DANIEL	\$18,889.92	\$787.08	\$4,722.48	\$292.79	\$843.67	\$861.06	\$6,520.01	
SO 538	JUDICIAL ASSIST. I	CV	08	EDWARDS, SHARON	\$18,889.92	\$787.08	\$4,722.48	\$292.79	\$843.67	\$861.06	\$6,520.01	
SO 539	LEGAL ASSIST.	CV	08	TTUS, PAULETTE	\$18,715.92	\$779.83	\$4,678.98	\$280.10	\$837.74	\$574.38	\$6,181.20	FLD 3/1
SO 540	JUDICIAL ASSIST. I	CV	08	BROWN, RICHARD	\$18,549.12	\$772.88	\$4,637.28	\$287.51	\$832.06	\$1,410.72	\$6,967.57	FLD 4/1
SO 541	JUDICIAL ASSIST. I	CV	08	TAYLOR, THOMAS	\$21,824.96	\$913.54	\$5,481.24	\$339.84	\$974.09	\$574.38	\$7,182.26	
SO 543	JUDICIAL SECRETARY	CV	09E	KANE, PATRICIA	\$30,068.88	\$1,252.87	\$7,659.48	\$474.89	\$1,024.60	\$0.00	\$9,178.35	
SO 544	JUDICIAL SECRETARY	CV	09E	MAGLE, KATHY	\$30,637.92	\$1,252.87	\$7,517.22	\$468.07	\$1,024.60	\$1,399.62	\$10,407.50	
SO 545	JUDICIAL SECRETARY	CV	09E	HENDRIX, PAULETTE	\$30,068.88	\$1,252.87	\$7,517.22	\$468.07	\$1,024.60	\$0.00	\$10,407.50	
SO 546	JUDICIAL SECRETARY	CV	09E	OPEN (GLICK, ESTELL	\$14,400.00	\$600.00	\$3,600.00	\$223.20	\$490.68	\$0.00	\$4,313.88	TEMP FILL
SO 547	JUDICIAL SECRETARY	CV	09E	PEDROTTI-HALBERG,	\$30,068.88	\$1,252.87	\$7,517.22	\$468.07	\$1,024.60	\$1,399.62	\$10,407.50	
SO 548	JUDICIAL SECRETARY	CV	09E	NOVELLO, LINDA	\$30,068.88	\$1,252.87	\$7,517.22	\$468.07	\$1,024.60	\$1,399.62	\$10,407.50	
SO 549	JUDICIAL SECRETARY	CV	09E	DONAHUE, JUSTINE	\$30,068.88	\$1,252.87	\$7,517.22	\$468.07	\$1,024.60	\$1,399.62	\$10,407.50	
SO 550	JUDICIAL SECRETARY	CV	09E	NOWLAND, CAROL	\$31,251.36	\$1,302.14	\$7,812.84	\$484.40	\$1,064.89	\$1,399.62	\$10,761.75	
SO 551	ASSOCIATE JUDGE	NCV	30E	KEL, CHARLES	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 552	ASSOCIATE JUDGE	NCV	30E	JAMES, JAY	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 553	ASSOCIATE JUDGE	NCV	30E	HORGAN, JAMES	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 554	ASSOCIATE JUDGE	NCV	30E	ROBINSON, BATTL	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 555	ASSOCIATE JUDGE	NCV	30E	ABLEMAN, PEGGY	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 556	ASSOCIATE JUDGE	NCV	30E	CONNER, JAY	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 557	ASSOCIATE JUDGE	NCV	30E	WAKEFIELD, ROBERT	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 558	ASSOCIATE JUDGE	NCV	30E	CROMPTON, JEAM	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 559	ASSOCIATE JUDGE	NCV	30E	TUMAS, ALISON	\$97,300.08	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 560	ADMINISTRATOR	NCV	18E	HOLLOWAY, PAMELA	\$52,347.12	\$4,054.17	\$24,325.02	\$1,508.15	\$8,684.03	\$1,399.62	\$35,916.82	
SO 561	COURT CLERK	NCV	21E	POLLARD, EDWARD	\$66,136.96	\$2,181.13	\$13,086.78	\$811.38	\$1,783.73	\$1,399.62	\$17,081.51	
SO 563	CLERK OF COURT I	CV	06	TRUETT, MARIANNE	\$20,857.92	\$2,755.79	\$16,634.74	\$1,025.15	\$2,253.69	\$1,399.62	\$21,213.20	
SO 563	CLERK OF COURT I	CV	10	SHELDON, SHERRY	\$21,543.12	\$897.63	\$5,395.78	\$333.92	\$710.73	\$574.38	\$6,822.89	

001269

# EXHIBIT 7





D575B  
Case 1:96-cv-00523-GMS  
State of Delaware  
Delaware Public Archives  
121 Duke of York  
Dover, DE 19901  
Phone # (302) 744-5000  
Fax # (302) 739-2578

# DESTRUCTION NOTICE

## THIS COPY FOR YOUR RECORDS

Initial: _____ Date: _____	Initial: _____ Date: _____
----------------------------	----------------------------

DE PUBLIC ARCHIVES USE ONLY			
JOB # _____			
Reviewed By:	DJC	12/21/04	815
	Initials	Date	Initials
			12/22/04
			Date

Date: December 14, 2004  
Department: Family Court SLC # N220C Division: Fiscal Services  
Section: \_\_\_\_\_ Address: \_\_\_\_\_  
Contact Person: Karen Disch Phone: 255-0076 Fax: \_\_\_\_\_

### I REQUEST DESTRUCTION AUTHORIZATION FOR THE FOLLOWING RECORDS, PURSUANT TO THE RETENTION SCHEDULE, SERIES # CITED BELOW:

<input type="checkbox"/> To be Destroyed/Discarded by the originating Agency. XX Method of Destruction: <u>Shredding</u>					
XXX To be Destroyed by the Delaware Public Archives.					
Record Group No.: <u>1227</u> Schedule Date: <u>General Schedule</u> Date Audited: _____					
Schedule Series #	RECORD TITLE AND DESCRIPTION	Date Span of Records	Volume (Cu.Ft.)	Box # (s)	TD #
GAF-001	Fiscal Records	FY98	5	479864	436
Thru				479865	
GAF-014				479866	
				479867	
				479868	
GAF-001	Fiscal Records	FY99	6	479869	437
Thru				479870	
GAF-014				479871	
				479872	
				479873	
				479874	
COMMENTS: <u>See attached</u>					

### APPROVALS AND CERTIFICATIONS

No records may be destroyed unless the State Archivist and Records Administrator or the Deputy State Archivist has signed this Authorization. Delaware Code 29 § 504(b).

I hereby certify that for the above described records, all state and federal audits have been completed and all audit reports have been accepted and resolved and further that no legal actions are pending to which these records may be pertinent.

Authorized Signature: Karen Disch Date: 12/17/04

I hereby give final approval to destroy the above described records:

State Archivist & Records Administrator: RA Date: 12/22/04

DESTRUCTION AT AGENCY	DESTRUCTION AT DE PUBLIC ARCHIVES
I hereby certify that the above described records have been destroyed. (Send copy of this notice to DE Public Archives after destruction.)	I hereby certify that the above described records have been destroyed.
<b>000861</b>	
Records Officer/Authorized Agent Signature _____ Date _____	Delaware Public Archives Representative _____ Date _____

October 8, 2002



# TRANSFER DOCUMENT

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PRINT OR  
TYPE**

**TRANSFER  
DISPOSITION**

[illegible]

# PublicArchives

State of Delaware Delaware Public Archives D6758  
121 Duke of York Street Dover, DE 19901  
Phone # (302) 744-5000 Fax # (302) 739-2578

# TRANSFER DOCUMENT

DE PUBLIC ARCHIVES USE ONLY  
TRANSFER DOCUMENT # 437

<b>RECORDS OFFICER REVIEW</b> Name: _____ Date: _____		<b>THIS FORM IS TO BE USED WHENEVER ANY MATERIAL IS MOVED TO OR FROM THE DE PUBLIC ARCHIVES.</b>		Reviewed By: <u>DJC 1/6/82</u> Initials Date Initials Date	
<b>Debbie Veenema</b> Records Officer/Authorized Agent		<b>June 13, 2002</b> Date		<b>N220C</b> SLC #	
<b>Valerie Taylor</b> Contact Person		<b>704 N. King Street</b> Address (Street/Building)		<b>Family Court</b> Department	
<b>302-577-2031</b> Telephone Number		<b>Wilmington, De 19801</b> Address (City/Town, State, Zip)		<b>Ncc</b> Division	
<b>302-577-3092</b> Fax Number		<b>1227</b> Record Group #		<b>GAf</b> Series #	
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Confidential	
<b>PURSUANT TO THE RECORDS RETENTION SCHEDULE, SERIES NUMBER CITED ABOVE, RECORDS HAVE MET RETENTION REQUIREMENTS AND ARE BEING TRANSFERRED FOR THE FOLLOWING DISPOSITION:</b>					
Has this material met audit requirements: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date Audited? <u>Fiscal 2001.</u>					
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Transfer to State Records Center for <u>2</u> year(s) storage; destruction date <u>Fiscal 1999.</u>  <input type="checkbox"/> Transfer to State Records Center for Storage; _____ yrs.; transfer to Archives for permanent preservation; transfer date _____  <input type="checkbox"/> Permanent transfer of records for preservation in Archives  <input type="checkbox"/> Transferred to DPA Document Imaging <input type="checkbox"/> Transferred to Document Imaging Vendor,                Once paper records have been <input type="checkbox"/> microfilmed <input type="checkbox"/> scanned and verified, they will be:                <input type="checkbox"/> Stored in Archives permanently <input type="checkbox"/> Returned to the originating agency <input type="checkbox"/> Destroyed  <input type="checkbox"/> Transfer for Document Preparation. Once records have been prepared, they will be:                <input type="checkbox"/> Transferred to DPA Document Imaging <input type="checkbox"/> Transferred to Document Imaging Vendor,                <input type="checkbox"/> Transferred to Records Center <input type="checkbox"/> Returned to agency         </div> <div style="font-size: 2em; transform: rotate(-15deg);">           1145         </div> </div>					
<b>MICROFORM REQUESTED</b>					
ROLL FILM <input type="checkbox"/> 16MM <input type="checkbox"/> 35MM <input type="checkbox"/> CARTRIDGE MICROFICHE <input type="checkbox"/> 16MM <input type="checkbox"/> 35MM					
COMMENTS:					

**PLEASE  
PRINT OR  
TYPE**

## TRANSFER DISPOSITION

**NO RECORDS WILL BE ACCEPTED UNLESS THE ORIGINATING AGENCY PROVIDES BOX NUMBERS IN THE LEFT HAND COLUMN BELOW.**

[illegible]



# STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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GAF-001	PURCHASE ORDERS (PO) (REGULAR, OPEN-END, EMERGENCY)	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
	Authorize the delivery of specified merchandise or the rendering of a certain service, showing the amount authorized.	Info Copy	Anywhere/ Dept. of Finance		SUCCESSFUL AUDIT	

GAF-002	PAYMENT VOUCHERS (PV) (REGULAR, DIRECT CLAIM)	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
	Requests for payment from a vendor for goods or services in accordance with a properly executed purchase order or contractual agreement.	Info Copy	Anywhere/ State Treasurer		SUCCESSFUL AUDIT	

GAF-003	INTERGOVERNMENTAL VOUCHERS (IV)	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
	Interdepartmental billing forms used by state agencies to bill other state agencies for goods and/or services rendered. The reimbursement is treated as a disbursement in the billed department and as an expenditure reduction in the billing department.	Info Copy	Anywhere/ Dept. of Finance		SUCCESSFUL AUDIT	

GAF-004	EXPENDITURE CORRECTIONS (EX)	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
	Used to adjust prior coding of expenditures.	Info Copy	Anywhere/ Dept. of Finance		SUCCESSFUL AUDIT	

GAF-005	REPORTS OF CASH RECEIPTS (CR)	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Used to report and record the receipt of revenue and other funds by authorized representatives of the state.	Record Copy	State Treasurer		FIVE YEARS; SUCCESSFUL AUDIT	

000864

**STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-006	PERSONAL REIMBURSEMENTS (PV)  Payment vouchers used to reimburse state employees for travel expenses, including room and board, while on official state business, such as a convention or conference.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
GAF-007	REQUESTS FOR PURCHASE ORDER  Used to reserve funds in anticipation of establishing an obligation for the acquisition of goods and services. See GAF-001.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-008	EXPENSE BUDGETS (EB)  Allows agencies to further define funds available down to the object code level. Each item listed represents an object of expenditure within the appropriation.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-009	REVENUE BUDGETS (RB)  Establish the revenue side of the budget in DFMS. Each line represents the sources of revenue expected to be received.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-010	INVOICES (IN)  Used when a billing is issued and/or to record anticipated revenues.	Info and Record Copy	Agency/ Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.

000803

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-011	MANUAL WARRANTS (MW)  An order for payment prepared manually by the Department of Finance instead of via DFMS. The manual warrant and a payment voucher are then processed together.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
GAF-012	CHECK REGISTERS  Reconciliation sheets, outstanding checks lists, and copy of each check issued.	Info Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-013	DEPOSIT SLIPS  Bank receipts verifying amounts deposited into bank accounts. Attached to Reports of Cash Receipts, GAF-005.	Info Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-014	PETTY CASH FUND SYSTEM  Fund containing small amounts of cash kept on hand for immediate cash purchases. Contains an amount estimated to be sufficient for a period of time. To establish fund, a direct claim Payment Voucher (GAF-002) is processed and paid to the petty cash fund from the appropriate fund (general, special, construction fund). Moneys usually deposited in a local bank by the fund custodian; checks are drawn for appropriate purchases. Fund replenishment requires payment voucher payable to the fund and supported by required documentation.	Record Copy	State Treasurer		FIVE YEARS; SUCCESSFUL AUDIT	

000866

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-014	<b>PETTY CASH FUND SYSTEM (continued)</b>					
	<b>A. PETTY CASH REQUEST PAYMENT VOUCHERS (PV)</b> Used to request reimbursement for expenditures made from agency's petty cash fund. See GAF-002.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
		Info Copy	Anywhere/State Treasurer		SUCCESSFUL AUDIT	
	<b>B. PETTY CASH VOUCHERS</b> Document amounts paid out of petty cash by an agency.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
		Info Copy	Anywhere		SUCCESSFUL AUDIT	
	<b>C. PETTY CASH CHECKBOOKS</b> Checks used for expenditures from petty cash fund.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
		Info Copy	Anywhere		SUCCESSFUL AUDIT	
	<b>D. PETTY CASH STATEMENTS</b> Bank statements for checks drawn against petty cash fund checking account. Should be maintained with appropriate canceled checks.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
		Info Copy	Anywhere		SUCCESSFUL AUDIT	
	<b>E. PETTY CASH RECEIPTS</b> Receipts for moneys received and applied to petty cash fund.	Record Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
		Info Copy	Anywhere		SUCCESSFUL AUDIT	

98000

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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GAF-014

PETTY CASH FUND SYSTEM (continued)

F. PETTY CASH RECONCILIATIONS  
Documents reconciling expenditures from petty cash fund with bank account.Record  
Copy AgencyFIVE YEARS;  
SUCCESSFUL  
AUDIT

Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.

Info  
Copy AnywhereSUCCESSFUL  
AUDIT

GAF-015

CONTRACTS, AGREEMENTS, AND LEASES

Info and  
Record Anywhere  
CopyTERMINATION  
OF  
GUARANTEE;  
SUCCESSFUL  
AUDIT

Retain at agency; termination of guarantee; successful audit; destroy.

Formal contracts between state agencies and vendors for the furnishing of goods and services to agencies. Include copies of specifications, advertised bid proposals, and correspondence.

NOTE: Does not include Construction Contracts (GAF-034) or Professional Services Contracts (GAF-085).

GAF-016

BIDS, BID SPECS, QUOTES

Info and  
Record Anywhere  
CopySUCCESSFUL  
AUDIT

Retain at agency; successful audit; destroy.

Non-construction proposals to provide goods or services.

GAF-017

GRANT FILES

Info and  
Record Anywhere  
CopySEE  
RETENTION  
INSTRUCTION

Agreements between federal and state agencies for the award of moneys to finance operations of state agencies.

NOTE: Does not include annual or ad hoc narrative or statistical reports on program activities. See GAR-001, Policy and Program Records for retention instructions.

Retain at agency in accordance with prescribed guidelines established by the grantor; successful final audit; destroy.

NOTE: (1) Grantor and grantee are responsible for maintaining all records of direct and indirect grants regardless of whether they are recipients or sub-recipients, in accordance with the prescribed guidelines established by the grantor. (2) Agencies receiving funds under federal legislation which specifically requires more than a three year retention must schedule those records separately on an agency records retention schedule.

ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-018	TRANSFERS OF APPROPRIATIONS (TA)	Info Copy	Agency		FIVE YEARS; SUCCESSFUL AUDIT	Retain at agency; successful audit; transfer to State Records Center for remainder of retention period; destroy.
	Used to transfer funds between current fiscal year appropriation accounts or to report all transfers of funds between appropriate accounts.	Record Copy	Budget Office		TEN YEARS; SUCCESSFUL AUDIT	
GAF-019	BUDGET AND BUDGET DATA, WORKSHEETS					
	A. DEPARTMENTAL	Info Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Annual departmental requests made to the Budget Office for allocation of operational funds for the upcoming fiscal year.	Record Copy	Budget Office/ Archives		PERMANENT	
	B. DIVISIONAL/SUB-DIVISIONAL					
	Annual requests made to the department's fiscal office for allocation of operational funds for the upcoming fiscal year.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-020	REQUESTS FOR PROPOSALS (RFP)	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Requests by agencies to vendors asking for proposals to provide goods or services.					
GAF-021	TELEPHONE BILLINGS	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Listing of monthly telephone usage produced by the Department of Technology and Information (DTI).	Record Copy	DTI		THREE YEARS; SUCCESSFUL AUDIT	

638000

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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000870

GAF-022

## AUDIT REPORTS, STATE

Info Copy

Anywhere

UNTIL NO LONGER NEEDED

Retain at agency until no longer needed; destroy.

Audit reports of each state agency conducted by the Office of the Auditor of Accounts.

Record Copy

Auditor

PERMANENT

GAF-023

## BANK STATEMENTS, CANCELED CHECKS, CHECK STUBS

Info and Record Copy

Anywhere

SUCCESSFUL AUDIT

Retain at agency; successful audit; destroy.

Statements and canceled checks reflecting status of an agency's bank accounts.

GAF-024

## REQUISITIONS (RO)

Info and Record Copy

Anywhere

SUCCESSFUL AUDIT

Retain at agency; successful audit; destroy.

Written requests, usually from one sub-agency to the purchasing officer of the originating agency or between agencies for services.

GAF-025

## AGENCY BANK ACCOUNTS (TR-1A, TR-1B, TR-1C)

Info Copy

Anywhere

CLOSE OF ACCOUNT; SUCCESSFUL AUDIT

Retain at agency; close of account; successful audit; destroy.

Requests to State Treasurer for written approval prior to opening, closing, changing, or transferring any bank checking or savings account.

Record Copy

State Treasurer

CLOSE OF ACCOUNT; SUCCESSFUL AUDIT

GAF-026

## BANK ACCOUNT AND INVESTMENT REPORTS (BR-1B)

DELETED 06/30/94

Used by agencies to report to State Treasurer the balances of bank accounts and status of investments. NOTE: This series was discontinued 6/30/91.

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS



SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-027	EQUIPMENT REIMBURSEMENT REQUESTS (ER-1)	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Used by agencies to obtain authorization for trade-in or sale of excess state-owned property.	Record Copy	Dept. of Finance		SUCCESSFUL AUDIT	
GAF-028	VENDOR FILES	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Contain agency copies of purchase orders with the agency copy of the payment vouchers attached. NOTE: See GAF-001 and GAF-002 for retention of record copies.					
GAF-029	CONTROL LEDGERS (MANUAL POSTING)	Info and Record Copy	Anywhere		CLOSE OF PROJECT; SUCCESSFUL AUDIT	Retain at agency; close of project; successful audit; destroy.
	Combined federal fund accounts only.					
	A. Control by appropriation and object.					
	B. Salaries by appropriation and object.					
	C. Disbursements by object code (year-to-date), optional.					NOTE: See Common Rule. Individual grants may require longer retention periods. Special requirements are outlined in each grant's specifications. Refer to grant instructions.
GAF-030	OPEN ORDER NOTEBOOKS					
	A. CONTROL LEDGER/NOTEBOOKS For specific purchases and open-order purchase orders.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	B. ACCOUNTS RECEIVABLE Amounts owed on an open account to a governmental unit by any other unit of state government.	Info and Record Copy	Anywhere		COLLECTION; SUCCESSFUL AUDIT	Retain at agency until collection; successful audit; destroy.

000871

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS



SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-031	UNCOLLECTIBLE ACCOUNTS	Info and Record	Anywhere		COLLECTION OR FIFTY YEARS; SUCCESSFUL AUDIT	Retain at agency until collection or 50 yrs; successful audit; destroy.
	Removal of an account or partial account balance from an agency's active accounts receivable file and placed in the inactive permanent file.	Copy				
GAF-032	CANCELED PAYROLL CHECK AND PERSONAL REIMBURSEMENT FORMS	Info and Record	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Used for canceling a payroll check or for an employee payroll personal reimbursement.	Copy				
GAF-033	RECEIPTS LEDGERS	Info and Record	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
	Detailed ledger of all receipts under appropriate headings, classifications and arrangements as prescribed (i.e. budget unit, appropriation, and revenue code).	Copy				
GAF-034	CONSTRUCTION DOCUMENTS FOR CAPITAL AND MINOR IMPROVEMENT PROJECTS	Record	Anywhere		PERMANENT	Retain at agency 1 yr after completion of successful final audit if state funded. Retain at agency 3 yrs and completion of successful final audit if federally funded. (Longer retention applies if funds are commingled.) Purge per approved purge list; transfer to Archives for permanent preservation.
	Construction documents for all capital improvement projects and minor capital improvement projects that change, modify, or alter hidden systems. All construction documents should be kept separate and apart from all other general and/or special fund accounts and all projects within any given year's program should have a separate, well-identified file. Agencies who are the contract owner and are the custodian of the construction documents should follow the retention for the record copy.	Info Copy	Anywhere		SEE RETENTION INSTRUCTION	EXCEPTION: Deeds of land acquisition and archival "as built drawings" - see "Transfer to Archives" below.  Retain at agency 1 yr after completion of successful final audit if state funded; retain at agency 3 yrs and completion of successful final audit if federally funded; destroy. (Longer retention applies if funds are commingled.)

000822

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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## PURGE LIST

CONSTRUCTION DOCUMENTS FOR CAPITAL AND MINOR IMPROVEMENT PROJECTS (GAF-034)  
for

The following documents should be RETAINED for inclusion in the permanent file:

- |  |  |
|--|--|
| a. DIVISION OF FACILITIES MANAGEMENT REVIEW/APPROVAL   | m. RELEASE OF LIENS AND AFFIDAVIT OF CONTRACTOR'S PAYMENT OF INDEBTEDNESS  |
| b. ARCHITECTURAL ACCESSIBILITY BOARD REVIEW AND APPROVAL   | n. GUARANTEES AND WARRANTIES   |
| c. PROFESSIONAL SERVICES CONTRACT  | o. LIQUIDATED DAMAGE ASSESSMENT  |
| d. LEGAL DETERMINATIONS  | p. INSTRUCTIONS TO BIDDERS/JOB SPECIFICATIONS  |
| e. CONSTRUCTION CONTRACT   | q. BIDDERS' PROPOSALS  |
| f. PERFORMANCE, LABOR, AND MATERIAL BONDS  | r. SUBCONTRACTORS' LISTING   |
| g. INSURANCE CERTIFICATE AND UPDATE  | s. LETTER OF AWARD   |
| h. PURCHASE ORDERS, PAYMENT VOUCHERS, AND BOOKS OF ACCOUNT INCLUDING ANY SIGNIFICANT BACKUP                              | t. PROJECT RELATED SHOP DRAWINGS   |
| i. CHANGE ORDERS, INCLUDING ANY SIGNIFICANT BACKUP   | u. CODE OR SPECIFICATION REQUIRED CERTIFICATES, REPORTS, PERMITS OR INSPECTIONS (CONCRETE, GEOTECH, STEEL, ETC.) |
| j. JOB MEETING MINUTES   | v. SPECIAL REPORTS (ENGINEERING, COST ANALYSIS)  |
| k. CORRESPONDENCE DETAILING SIGNIFICANT PROJECT ACTIVITIES   |  |
| l. CERTIFICATES (SUBSTANTIAL COMPLETION) AND PERMITS (OCCUPANCY, BUILDING) PLUS COUNTY AND/OR REGULATORY AGENCY SIGNOFFS |  |

The following documents should be PURGED from the permanent file prior to filming:

- |                           |   |
|---------------------------|---|
| a. ADVERTISEMENT FOR BID  | e. PRELIMINARY COST ESTIMATE            |
| b. TABULATION OF BID      | f. WORKING BUDGET                       |
| c. BID BOND RETURN        | g. DUPLICATES                           |
| d. PRELIMINARY SCHEMATICS | h. CORRESPONDENCE OF LIMITED IMPORTANCE |

The following documents should be TRANSFERRED TO THE STATE ARCHIVES per 29 DE Code, Sections 507 and 508:

- a. DEED OF LAND ACQUISITION
- b. ARCHIVAL "AS BUILT" DRAWINGS

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

000873

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-035	CASH REGISTER TAPES Tapes used to reconcile sales with cash on hand at end of each day.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-036	RECEIPTS/RECEIPT BOOKS Document receipt of moneys by an agency from clients or customers for fees or services rendered.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-037	LEAVE AVAILABLE REPORTS Reports of accrual rate and monthly usage/accumulation of annual/sick leave. NOTE: See GPR-005 for cumulative leave record.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-038	REVENUE REPORTS Reports summarizing all collections deposited to the State Treasurer's account by an agency.	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-039	REVENUE BY BUDGET UNIT F25M1105 Show coding and current/year-to-date totals for general, special, and total funds.	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-040	SCHEDULE OF ENCUMBRANCES F25R0805 Reflects the official accounting status of each department's encumbrances against its allotted funds.	Info Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.

000874

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-041	STATEMENTS OF BUDGETARY ACTIVITY AND ACCOUNT BALANCES F25ZAN05/F25RE605 Presents the status of each department's appropriated funds as recorded on the official accounting records of the state. Produced weekly/monthly.	Info Copy	Anywhere		SUCCESSFUL AUDIT FIVE YEARS; SUCCESSFUL AUDIT	Retain year-end copy at agency; successful audit; destroy. Replace weekly and monthly reports as updated.
GAF-042	STATEMENT OF AVAILABLE FUNDS REPORTS F25ZM405/F25M0505 Show coding; appropriated amount; current/present year receipts; transfers in/out; reversions; and available funds amount.	Info Copy	Anywhere		REPLACE AS UPDATED	Replace as updated.
GAF-043	TRANSACTIONS PROCESSED REPORTS F25R2005 Show coding; document ID/amount; vendor ID/name; and batch number.	Info Copy	Anywhere		REPLACE AS UPDATED	Replace as updated.
GAF-044	VALIDITY BALANCE REPORTS F25R1405 Show coding; description; available funds; estimated receipts; encumbrances; current and prior year expenditures; unencumbered balance.	Info Copy	Anywhere		REPLACE AS UPDATED	Replace as updated.
GAF-045	APPROPRIATION EXPENDITURES BY OBJECT CODE F25RS405 Show coding; object description; current month's expenditures; and fiscal year-to-date expenditures.	Info Copy	Anywhere		SUCCESSFUL AUDIT REPLACE AS UPDATED	Retain at agency; successful audit; destroy.

000875

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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GAF-046 STATEMENT OF APPROPRIATIONS (MONTHLY APPROPRIATION BALANCES) Info Copy Anywhere SUCCESSFUL AUDIT Retain at agency; successful audit; destroy.

F25M0405 Record Copy Dept. of Finance REPLACE AS UPDATED

Show coding; available funds; estimated receipts; current and prior year expenditures; and unencumbered balance.

000876

GAF-047 BUDGETARY ACTIVITY REPORTS Info Copy Anywhere REPLACE AS UPDATED

F25RD605/F25RE705/F25RR505 Record Copy Dept. of Finance REPLACE AS UPDATED

Show coding; document ID; reference document; available funds; estimated receipts; encumbrances; expenditures; and unencumbered appropriated balances.

GAF-048 GENERAL FUND DISBURSEMENTS Info Copy Anywhere SUCCESSFUL AUDIT Retain at agency; successful audit; destroy.

F25ZAM05/F25A5605 Record Copy Dept. of Finance FIVE YEARS; SUCCESSFUL AUDIT

Listing of general fund disbursements.

GAF-049 CIP FUND DISBURSEMENTS Info Copy Anywhere SUCCESSFUL AUDIT Retain at agency; successful audit; destroy.

F25ZAM05/F25A5405 Record Copy Dept. of Finance FIVE YEARS; SUCCESSFUL AUDIT

Lists all bonds, associated amounts, and disbursements from CIP (Capital Improvement Project) funds. Also prints summary totals by object and section/division.

GAF-050 NON-CIP FUND DISBURSEMENTS Info Copy Anywhere SUCCESSFUL AUDIT Retain at agency; successful audit; destroy.

F25ZAM05/F25A5505 Record Copy Dept. of Finance FIVE YEARS; SUCCESSFUL AUDIT

Lists all non-CIP disbursements for the month.

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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GAF-051 GAAP (GENERALLY ACCEPTED ACCOUNTING PRINCIPLES) REPORTING PACKAGES  
 Annual financial reporting of data collection forms completed by all budgetary units. Used to collect required accrual data and to organize it by appropriate fund type.  
 Info Copy Anywhere  
 SUCCESSFUL AUDIT  
 Retain at agency; successful audit; destroy.

GAF-052 FEDERAL AID MASTERS (FEM)  
 Contains pertinent data on a federal grant and subgrant. Used to enter and modify descriptive and budgetary grant information.  
 Info Copy Anywhere  
 SUCCESSFUL AUDIT  
 Retain at agency; successful audit; destroy.

GAF-053 FEDERAL AID CHARGES (FC)  
 Used for the recording of non-accounting charges against a grant.  
 Info and Record Copy Anywhere  
 SUCCESSFUL AUDIT  
 Retain at agency; successful audit; destroy.

GAF-054 PR TRANSACTIONS ON DOCUMENT SUSPENSE FILE  
 Info Copy Anywhere  
 REPLACE AS UPDATED  
 Replace as updated.

F25ZDH05/F25R4505(Daily)  
 F25ZW05/F25R1205(Weekly)  
 Record Copy Dept. of Finance  
 REPLACE AS UPDATED  
 Replace as updated.

GAF-055 YEAR-TO-DATE PROGRAM FUNDS REPORTS  
 Info Copy Anywhere  
 REPLACE AS UPDATED  
 Replace as updated.

F25ZM405/F25RP105  
 Show coding; obj./rev. description; receipts; encumbrances and expenditures.  
 Record Copy Dept. of Finance  
 REPLACE AS UPDATED  
 Replace as updated.

GAF-056 DETAIL PROGRAM FUNDS REPORTS  
 Info Copy Anywhere  
 SEE RETENTION INSTRUCTION  
 Retain year-end copy at agency; successful audit; destroy.  
 Record Copy Dept. of Finance  
 SUCCESSFUL AUDIT  
 Replace monthly reports as updated.

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
 ACCOUNTING AND FINANCIAL RECORDS

000877

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GAF-057	FEDERAL AID CHARGES REPORTS F25ZM205/F25RC405 Used to reconcile federal fund accounts.	Record Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-058	FEDERAL AID FUNDS REPORTS F25RG105 Used to reconcile federal fund accounts.	Info Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-059	GRANTS ACTIVITY REPORTS F25RG305 Used to reconcile federal fund accounts.	Record Copy	Dept. of Finance		TEN YEARS	
		Info Copy	Agency		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.
GAF-060	APPROPRIATION REVENUE REPORTS F25ZM205/F25RSS05 Show coding; revenue; current month receipts; and fiscal year-to-date receipts.	Record Copy	Dept. of Finance		TEN YEARS	
		Info Copy	Anywhere		REPLACE AS UPDATED	Replace as updated.
GAF-061	MONTHLY ACCOUNT RECONCILIATION REPORT Reconciliation reports for all budgetary activity, unliquidated encumbrances, and collection activity accounts.	Info and Record Copy	Anywhere		SUCCESSFUL AUDIT	Retain at agency; successful audit; destroy.

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STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
ACCOUNTING AND FINANCIAL RECORDS



SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
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GAF-062 OBJECT OF EXPENDITURE REPORTS  
 F25ZM205/F25RB105,F25RB305,  
 F25RB405,F25RB505,F25RB605  
 List all expenditures by object for use of central and agency managers to track spending by object. Show expenditures for general, special, and total funds for both month and year-to-date. Provide summary for statewide totals.  
 Info Copy Anywhere  
 SUCCESSFUL AUDIT  
 Retain at agency; successful audit; destroy.  
 FIVE YEARS; SUCCESSFUL AUDIT

GAF-063 PAYROLL FUNDING REPORTS  
 P25R2405  
 Detail all funding charges by employee and appropriation by department/division/section. Generated each pay cycle.  
 Info Copy Anywhere  
 CONF. SIXTY YEARS  
 Retain at agency; successful audit; destroy.  
 SUCCESSFUL AUDIT

GAF-064 PAYROLL CHECK REGISTERS  
 P25C2005  
 Show details of each check written with totals. Generated each pay cycle.  
 Info Copy Anywhere  
 CONF. SIXTY YEARS  
 Retain at agency; successful audit; destroy.  
 SUCCESSFUL AUDIT

GAF-065 DEDUCTION REGISTERS  
 P25C2505  
 Detail deductions by employee by department/division/section. Generated each pay cycle.  
 Info Copy Anywhere  
 CONF. FIVE YEARS; SUCCESSFUL AUDIT  
 Retain at agency; successful audit; destroy.  
 SUCCESSFUL AUDIT

STATE AGENCY GENERAL RECORDS RETENTION SCHEDULE  
 ACCOUNTING AND FINANCIAL RECORDS

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**CERTIFICATE OF ELECTRONIC SERVICE**

I, Edward M. McNally, hereby certify that on April 4, 2005, I electronically filed copies of the Affidavit of Edward M. McNally, and this Certificate of Service with the Clerk of Court using CM/ECF which will send notification of such filings to the following:

Marc P. Niedzielski, Esquire  
Department of Justice  
Carvel State Office Building  
820 N. French Street  
Wilmington, DE 19801

A handwritten signature in black ink, appearing to read 'Edward M. McNally', is written over a horizontal line.

Edward M. McNally (#614)  
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(302) 888-6800  
emcnally@morrisjames.com